

How to Verify/Update Career Readiness Data

1. Log in to TEDS
2. Select your school and the CURRENT SCHOOL YEAR
3. Click on Career Readiness and a list of all enrolled students will be displayed.

4. Change Student Status to **All Students** and click Search.

The result should be an alphabetical list of all of your students.

You can use the Search Criteria options to shorten the list if looking at a certain cohort of students, such as preparatory seniors.

Name	SSN	SSID	Program	WorkKeys Certificate Level	ASVAB (AFQT)	Industry Certificates
Christian Claude			Accounting	Gold	87	Industry Certificates
Christian Claude			Administrative Support	Gold	87	Industry Certificates
Christian Claude			Administrative Support	Gold	87	Industry Certificates
Seider Debbie Ann			Accounting	Silver		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum		Industry Certificates

For each student, there is a drop-down box for entering **WorkKeys Certificate Level** and a field for entering **ASVAB (AFQT)** scores. Additionally, a link to **Industry Certificates** data for each student is on the far right of each line.

For WorkKeys, enter a student score in one pathway. It will populate all pathways in which the student is enrolled.

For changes to KOSSA, please contact Mr. Kiley Whitaker @ kiley.whitaker@education.ky.gov

To Enter/Update WorkKeys Certification

For WorkKeys, enter a student score in one pathway. It will populate all pathways in which the student is enrolled.

1. Click on the WorkKeys Certificate Level drop-down box for the appropriate student.
2. Highlight the certificate level earned by the student.
3. Repeat for each student for whom a certificate level is to be recorded.
4. Click Save.

REMINDER: It is not necessary to click Save after keying the score for each individual student. However, you **MUST** click save before changing to another screen.

Name ▲	SSN	SSID	Program	WorkKeys Certificate Level	ASVAB (AFQT)	
Christian Claude			Accounting	Gold ▼	87	Industry Certificates
Christian Claude			Administrative Support	Gold ▼	87	Industry Certificates
Christian Claude			Administrative Support	Gold ▼	87	Industry Certificates
Seider Debbie Ann			Accounting	Silver ▼		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver ▼		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver ▼		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum ▼		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum ▼		Industry Certificates

To Enter/Update ASVAB (AFQT) Test Results

For ASVAB, enter a student score in one pathway. It will populate all pathways in which the student is enrolled.

1. Click in the ASVAB (AFQT) data field for the appropriate student.
2. Highlight the certificate level earned by the student.
3. Repeat for each student for whom a certificate level is to be recorded.
4. Click Save.

REMINDER: It is not necessary to click Save after keying the score for each individual student. However, you **MUST** click save before changing to another screen.

Name ▲	SSN	SSID	Program	WorkKeys Certificate Level	ASVAB (AFQT)	
Christian Claude			Accounting	Gold ▼	87	Industry Certificates
Christian Claude			Administrative Support	Gold ▼	87	Industry Certificates
Christian Claude			Administrative Support	Gold ▼	87	Industry Certificates
Seider Debbie Ann			Accounting	Silver ▼		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver ▼		Industry Certificates
Seider Debbie Ann			Administrative Support	Silver ▼		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum ▼		Industry Certificates
Whitaker Chloejade			Administrative Support	Platinum ▼		Industry Certificates

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To Enter an Industry Certificate

Industry Certificates are pathway specific. They must be entered individually for the pathway in which it was earned

1. Click on the Industry Certificate link across from the appropriate student name.
2. Select the name of the Industry Certificate. This may be done by scrolling through the list of certificates in the Available Certificates box.
3. Highlight the name of the appropriate Industry Certificate in the Available Certificates box.
4. Click Add Certificate to move the selected certificate name to the Awarded Certificates box.

Repeat the process if multiple certificates are to be recorded for the same student.

5. Once all certificate names for the specified student are shown in the Awarded Certificates box, click Save.
6. Click Close to return to the Career Readiness screen.
7. Repeat for each student for whom Industry Certificates are to be entered.

YOUR TECHNICAL SCHOOL [888888888] - 2015-2016 Theme: Basic

TEDS

- Home (System Messages)
- School Administration**
 - Select School
 - School Wide Enrollments
 - Student Search
 - Career Readiness
- Program Sections**
- Follow Up**
 - Reports
 - Import
 - Companies
 - My Account
 - My School
- Downloads**
 - 2014 Summer Program
 - KDE (Whitaker)
 - Postsecondary (Gallier)
 - Equity and Civil Rights
 - Program Assessment (King)
 - TEDS Documentation
 - TEDS Forms
- Action**
 - Close Page

Close Page

Career Readiness List

Enrollment Search Criteria

First Name:

Last Name:

Last four # of SSN:

SSID:

Student Objective:

Education Level:

Student Status:

Industry Certificates

Student: **Christian Claude**

Search Certificates

Available Certificates

- IC3 - Living Online
- Internet and Computing Core Certification (IC3-3 Exams Required)
- Microsoft Access
- Microsoft Excel

Awarded Certificates

- IC3 - Computer Fundamentals
- IC3 - Key Applications

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